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UNITED STATES DEPARTMENT OF AGRICULTURE  
Bureau of Biological Survey  
Washington, D. C.

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MEMORANDUM TO FIELD LEADERS

As you may know, expenditures from our regular appropriations for the present fiscal year are being made on a cash withdrawal basis. That is, charges against the amount apportioned for expenditures from the various appropriation items for the fiscal year will be the actual amounts withdrawn from the Treasury as evidenced by approved accounts submitted to the Disbursing Office and checks drawn against such accounts up to June 30. Any accounts, therefore, against allotments to field leaders for the current fiscal year, vouchers for which have not been submitted to this office in time to be handled through the Bureau Accounting Office, and passed on to the Disbursing Office for the issuance of checks prior to June 30, will carry over into the next fiscal year and become a charge against that year's cash withdrawals, thus reducing to that extent the amount available for cash withdrawal for 1935. It is very important, therefore, that for the remainder of the fiscal year accounts for outstanding items against this year's allotments be submitted to this office as promptly as possible after incurring the obligation. In order that all accounts possible may be paid by June 30 and charged against this year's cash withdrawals, especially the larger items, vouchers should be submitted in time to reach this office by June 15. Anticipating the need for supplies for the remainder of the fiscal year and making early purchase of them with prompt submission of vouchers is desirable. Semi-monthly pay rolls cannot, of course, be made up, certified, and submitted until services have actually been performed. These do not make so much difference, however, since pay rolls carried over at the end of this year and charged against the cash withdrawal figures for next fiscal year will be offset by similar pay roll items carrying over at the close of the next fiscal year into the following year. The same is true of expense vouchers which do not exceed the normal amount usually incurred during June. It is the other items for purchases and services other than personal with which we are particularly concerned.

*E. J. Thompson*

In Charge,  
Division of Administration.

